# DBH Prevention & Early Intervention Services Comprehensive Prevention & Early Intervention Grant Programs Fiscal Year 2010

## **Grantee Review and Progress Assessment**

To be completed by the assigned DBH Project Coordinator for each grant funded Prevention project.

Grant No	FY09 funding level:
DBH Projec	ct Coordinator:
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<b>Sunding C</b>	<b>ategory</b> (please check all funding categories that apply to this grantee agency):
Funding C	
Funding C	Community Action Prevention & Intervention (SAPTBG, GF and ADTP)
Funding C	

## **SECTION I:**

## STEP 1 of SPF: Assessment and documentation of behavioral health conditions for the target populations(s)

Please score this section on the scale of 0 to 5. Anchor points for each score are listed below the question. Each question is weighted according to level of importance and impact on the agencies overall data assessment progress.

1. The grantee is using regional/local data to develop a data-driven program, with strategies and activities that respond to the community needs as identified by the data.

	Factor Weight (opt	ional): <u>4</u> x Sc	ore = We	eighted Score	
0	1	2	3	4	5

#### **Anchor Points:**

- 0 = No use of data to develop or influence planning of strategies or activities
- 1 = Used some data but did not have a relationship to identified community needs.
- 2 = Used data that identified needs but were not implemented in strategies and activities
- 3 = Used data that identified needs in the implementation of their strategies and activities
- 4 = Used data that identified needs, resources, risk and or protective factors in their planning and implementation.
- 5 = Used data that identified needs, resources, risk and/or protective factors as well as research-based and/or evidence based practices that influenced planning, implementation activities.

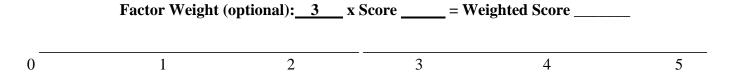
<b>STEP 2 of SPF:</b>	Regional distribution,	resource capacit	v and availabilit	v in communit	v/service area
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Please score each of the categories in this section on the scale of 0 to 5. Anchor points for each score are listed below the question. Each question is weighted according to level of importance and impact on the agencies overall resource assessment progress.

Indicate which region the project serves and its category of urban, rural, or remote. If limited services are available in the service area, please indicate and discuss service implications if these funds are not available.

Northern/interior	Urban (Juneau, Anchorage, Fairbanks, Mat-Su)
Southcentral	Rural (Hub Communities)
Southwest	Remote (Non-hub Communities)
Southeast	

1. How well is the grantee partnering with and utilizing other services and/or individuals that are available in this community or service area?



#### **Anchor Points:**

- 0 = No known partners involved.
- 1 = Has some partners but they are not involved in community planning and/or implementation.
- 2 = Has some partners but primarily works independently due to limited support from the community and project planning team.
- 3 = Has partners, they are involved in decision-making, project planning and/or support implementation activities
- 4 = Has many partners, they understand the SPF framework and are engaged in two or more SPF steps
- 5 = Has many partners, they understand the SPF framework and are engaged in three or more SPF steps

#### **Comments:**

2. Who are their community partners? Are there agencies/programs they should be, but are not currently, working with?

## **STEP 3 of SPF: Planning**

Please score the categories in this section on a scale of 0 to 5. Anchor points for each score are listed below the question. Each question is weighted according to level of importance and impact on the agencies overall planning progress.

1. How well do the selected strategies align with the documented needs and readiness of the community and the target population identified?

#### **Anchor Points:**

- 0 = No evidence of alignment between strategies and documented needs and readiness information.
- 1 = Grantee presented a plan to collect needs assessment data and readiness information and align with their strategies but no data has been collected at this time.
- 2 = Grantee presented strategies and needs and readiness information but it has not clear these have been aligned in the strategic plan.
- 3 = Grantee documented aligning some of the strategies in the plan with collected needs and readiness information.
- 4 = Grantee documented aligning most but not all of the strategies in the plan with collected needs and readiness information.
- 5 = Grantee documented aligning all of the strategies in the plan with collected needs and readiness information.

## **STEP 3 of SPF: Planning** (CONTINUED)

2. Development and clarity of Project Logic Model. The logic model connects activities, outputs, outcomes, and program goals. The Logic Model depicts a well designed framework of the project that ensures no vital step will be overlooked, from identified strategies/activities to measuring the outcomes?

	<b>Factor Weight</b>	Weighted Score _			
0	1	2	3	4	5

## **Anchor Points**:

- 0 = Grantee does not have any components of a logic model documented.
- 1 = Grantee has shared ideas for their logic model and these have been documented but grantee has not drafted a written logic model
- 2 = Grantee has sketched a logic model that includes at least two individualized components, but the model is not complete
- 3 = Grantee has drafted a logic model but either is missing one or two components or the model does not adequately describe the program.
- 4 = Grantee has designed a logic model that adequately summarizes the annual grant project and includes activities, outputs, measurable outcomes, and impacts.
- 5 = Grantee has designed a detailed logic model including a timeline that includes all elements and flows logically from one step to another.

**Comments:** (Logic Models are continuously revisited to reflect program changes, adaptations, revisions, etc.)

## **STEP 3 of SPF: Planning** (CONTINUED)

3. The grantee has integrated coalition members' and stakeholder feedback and involvement into their ongoing planning of activities.

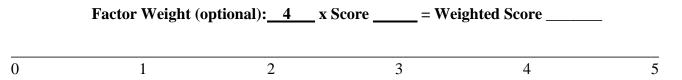
## **Anchorage Points:**

- 0 = Grantee has not documented continuous planning involving stakeholder and/or coalition participation.
- 1 = Grantee has documented continuous planning but did not include stakeholders and/or coalition participation.
- 2 = Grantee has documented continuous planning with stakeholders and/or coalition participation but did not clearly outline the steps that were reviewed.
- 3 = Grantee has documented continuous planning with stakeholders and/or coalition participation for 1-3 steps.
- 4 = Grantee has documented continuous planning with stakeholders and/or coalition participation for 4-5 steps.
- 5 = Grantee has documented and integrated continuous planning with stakeholders and/or coalition participation for all 5 steps.

## **STEP 4 of SPF: Implementation**

Please score the indicated categories in this section on a scale of 0 to 5. Anchor points for each score are listed below the question. Each question is weighted according to level of importance and impact on the agencies overall implementation progress.

1. The activities reported in the quarterly narrative and activity report clearly relate to the project's identified short-term outcomes as defined in the Project Logic Model. The level of activity and outputs are commensurate with the project work plan and funding level.



#### **Anchor Points:**

- 0 = Grantee did not report on any completed activities.
- 1 = Grantee implemented activities that did not match activities that were approved in the approved logic model.
- 2 = Grantee implemented minimal activities listed in the logic model, without an explanation in the quarterly report as to why they were not able to complete some of the activities
- 3= Grantee implemented <u>minimal</u> activities listed in the logic model, and provided an explanation in the quarterly report as to why they were not able to complete all of the activities listed in the logic model.
- 4= Grantee implemented <u>most</u> of the activities, and provided documentation as to why they were not able to complete all of the activities listed in the logic model.
- 5= Grantee implemented <u>all</u> of the activities listed in the logic model.

## **STEP 5 of SPF: Evaluation**

Please score each of the categories in this section on the scale of 0 to 5. Anchor points for each score are listed below the question. Each question is weighted according to level of importance and impact on the agencies overall evaluation progress.

1. The grantee is following the 5 steps of the Strategic Prevention Framework (assessment, capacity, planning, implementation and evaluation) in the development of their overall prevention strategy.

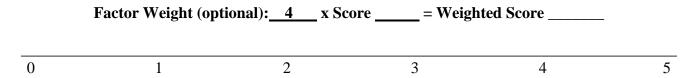
## **Anchor Points**:

- 0 = Grantee has not documented participation in or planning for the five steps of the Strategic Prevention Framework (SPF).
- 1 = Grantee has documented completion of one or two steps in the FY 2011 re-application
- 2 = Grantee has documented completion of the first three steps in the FY11 re-reapplication.
- 3 = Grantee has documented completion of all five steps in the FY11 re-reapplication.
- 4 = Grantee has addressed all five steps and has documented these in their reports, proposal and reapplication and has documented plans to complete steps 1-3 in the FY11 re-application.
- 5 = Grantee has addressed all five steps and has documented plans to complete steps 1-5 in the FY11 re-application.

**Comments:** (*Please note that the SPF 5-step model is a continuous process. The intent is that grantees will continue to go back and reassess the 5-steps to note community change, concerns, new services or gaps, etc. The 5-step process is never truly complete).* 

## **STEP 5 of SPF: Evaluation** (CONTINUED)

2. The program is using evaluation tools (pre/post tests, surveys, evaluations, interviews, etc.) to track and report progress in reaching their identified outcomes.



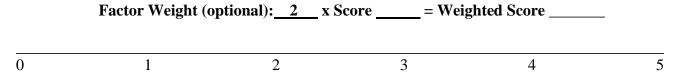
## **Anchor Points:**

- 0 = Grantee did not complete or submit any evidence of evaluation or use of tools to assess program progress.
- 1 = Grantee provided output/process data such as evidence of attendance and number of events held.
- 2 = Grantee provided an evaluation plan in their FY 09 proposal or subsequent quarterly reports however no documentation was provided that this plan was started or completed.
- 3 = Grantee has an evaluation plan, a method of collecting information and developed/adopted an evaluation tool that provided data to document progress. Data was provided for some but not all activities.
- 4 = Grantee provided data and a summary and analysis of the proposed outcome(s).
- 5 = Grantee has documented the application of outcome data and used it for program reassessment and improvements in a revised logic model.

## **SECTION II: Agency Reporting**

Please score each of the categories in this section on the scale of 0 to 5. Anchor points for each score are listed below the question. Each question is weighted according to level of importance and impact on the agencies overall reporting progress.

1. Complete, accurate, timely and detailed submission of quarterly narrative and activity reports.



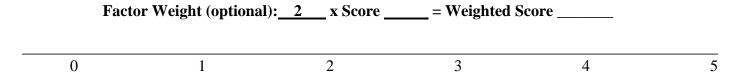
#### **Anchor Points**:

- 0 = All reports have been submitted late and incomplete.
- 1 = Minimal reports have been submitted and are incomplete.
- 2 = Reports have been submitted but lack completeness and/or timeliness.
- 3 = Most reports have been submitted, they are complete, timely but some lack accuracy and details reflective of activities.
- 4 = All reports have been completed, are timely, accurate, detailed and reflective of activities.
- 5 = All reports have been submitted complete, are timely, accurate, detailed and reflective of activities. Also includes relevant program documentation as needed.

**Comments:** (Complete and detailed means all questions are responded to with clear and concise information)

## **SECTION II: Agency Reporting (CONTINUED)**

2. Complete, accurate, timely and detailed submission of Cumulative Fiscal Reports, including spending of grant and required matching funds as indicated in the approved project budget and other reports as requested.

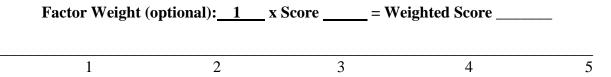


#### **Anchor Points:**

- 0 = All reports have been submitted late and incomplete.
- 1 = Minimal reports have been submitted and are incomplete.
- 2 = Reports have been submitted but lack completeness and or timeliness.
- 3 = Reports have been submitted, are complete and timely but lack accuracy and/or details reflective of activities.
- 4 = Reports have been completed, are timely, accurate, detailed and reflective of activities.
- 5 = All reports have been submitted complete, are timely, accurate, detailed and reflective of activities.

## **SECTION II: Agency Reporting (CONTINUED)**

3. A collaborative working relationship exists between the grantee agency/project staff and the Behavioral Health Program Coordinator. Grantee keeps the staff informed of grant activities and seeks assistance as needed.



#### **Anchor Points:**

0

- 0 = Grantee has not communicated with DBH staff despite frequent attempts to phone, email or fax grantee office.
- 1 = Communication with grantee has been limited to issues related to sending and receiving mandatory reports.
- 2 = Communication has included basic assistance with core grant requirements
- 3 = Grantee has been available to discuss program issues with DBH staff as needed
- 4 = Grantee has agreed to collaborate on special projects or initiatives with DBH staff when invited
- 5 = Grantee has initiated contact with DBH staff to participate in special projects or activities including conferences, training, site visits or other activities/projects.

SECTION III: Cost of Services [This category will not be scored and is for informational purposes only at	<mark>is time</mark> ].
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Cost of services by IOM Prevention Category (Universal, Selective and Indicated). The calculated cost per contact is within the Federal National Outcome Measures (NOM) cost band.

Number of Contacts

IOM Category

Estimated cost per contact (including match dollars)

<u>Total agency review and progress assessment score:</u> (a total of 170 possible)

<b>SECTION IV:</b>	Progress assessment,	identified challen	ges and recomme	endations for	technical assistanc	e, training	and support
in FY2011:							

1.	Are there unique challenges the grantee has faced in FY10 that have impacted their ability to carry out their planned project strategies, and/or activities? Are there plans in place to deal with and reverse any adverse impacts, as described in their FY12 Continuation Application? Please describe below.
2.	Please provide an overall assessment of grantee progress during FY09-10 and any identified TA, training and support that will be beneficial for grantee in FY2011.
3.	Comments related to FY11 funding suggestions: